

# Emailing in D2L

Sending emails to your entire class can sound daunting. You can simplify the process by using D2L.

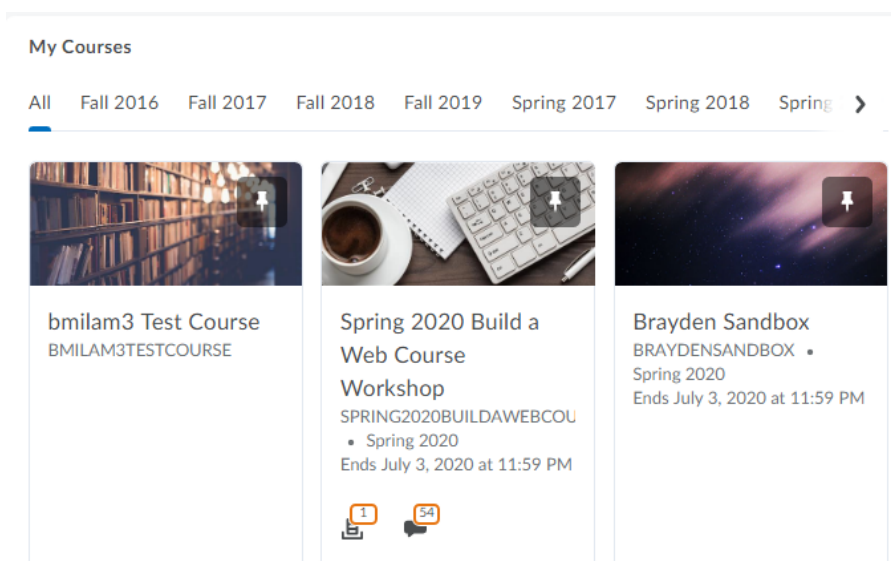
One important thing to keep in mind is that you can **ONLY** send and receive emails from other D2L accounts. All other outside accounts (including KSU Mail, Gmail, Yahoo, etc.) will bounce and be lost to cyberspace.

## Log into D2L

1. Navigate to [d2l.kennesaw.edu](https://d2l.kennesaw.edu) to get logged into your D2L account.
2. Click the **LOGIN TO KSU D2L BRIGHTSPACE** button.
3. Sign in with your KSU email and password.

## Getting Started

1. You should now be on your D2L homepage. Scroll down until you see the **My Courses** box.



2. Click on the course you wish to email.
3. Once you are on the course, click on the email icon in the top right corner. Then, select the smaller, blue **Email** button.

b Course...



B



Email



Brayden Milam sent: UPDATE: Module 7 One-on-On Meetings--Spring 2020 Build a Web Course Workshop

43 minutes ago

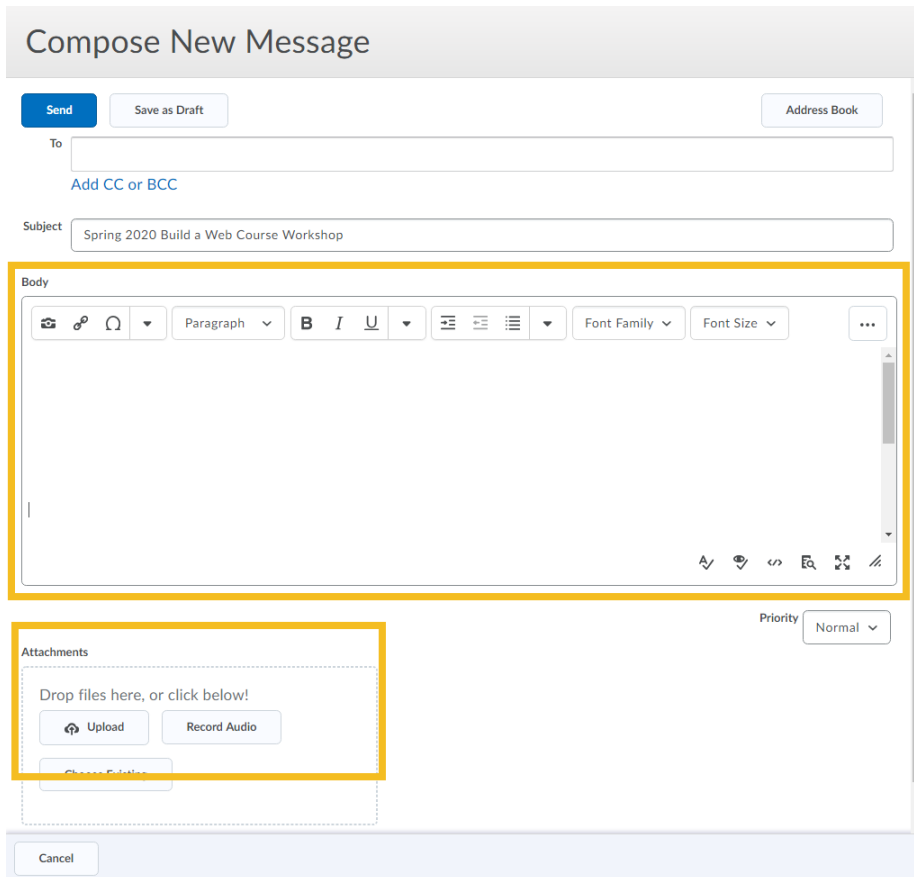
## Sending an Email

1. Click the blue **Compose** button.

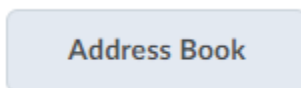


2. A new window should open. You can type your email in the **Body** section. This works exactly like an HTML document in D2L (view that tutorial on our website).

You can also upload a file (like an image or Word document) by selecting the **upload** button and record an audio file by selecting the **Record Audio** button.

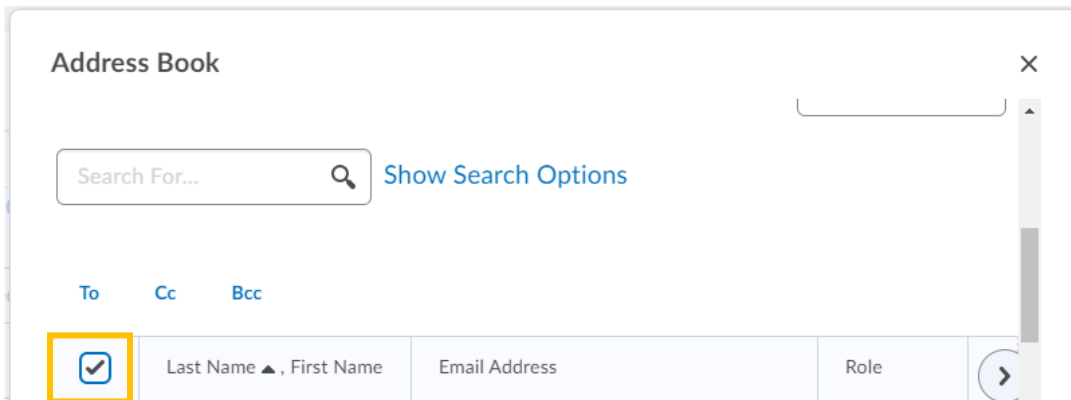


3. Once you have composed the email, click the white **Address Book** button.

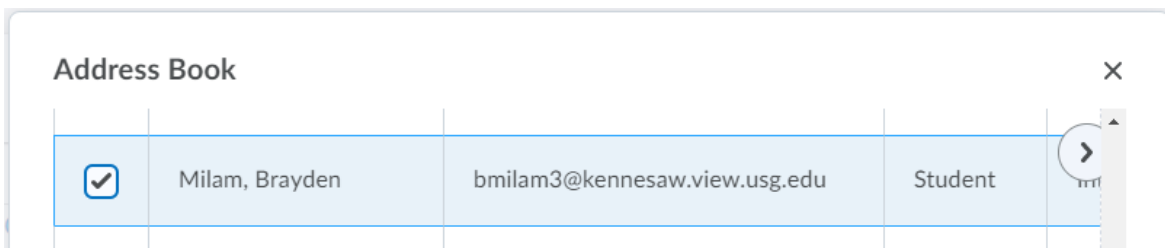


4. In the window that opens, scroll down until you see the names of the students in your class.

**If you would like to email your entire class,** click the top square on the left side.



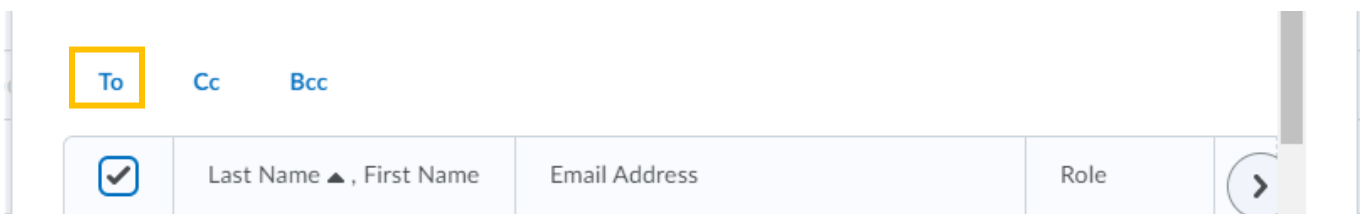
**If you would like to select a specific student,** scroll until you find the student's name and click the box to the left of it.



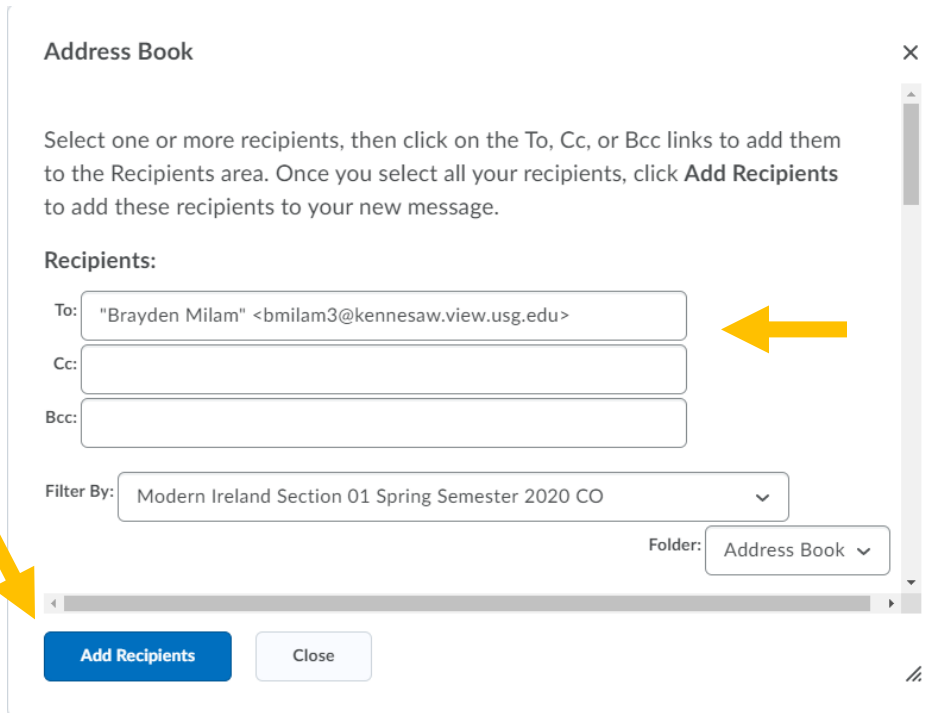
**If you do not see the name of the student you wish to email,** scroll down to the bottom of the window. You should see a page selection tool. Use the small black arrow to navigate through the list of students.



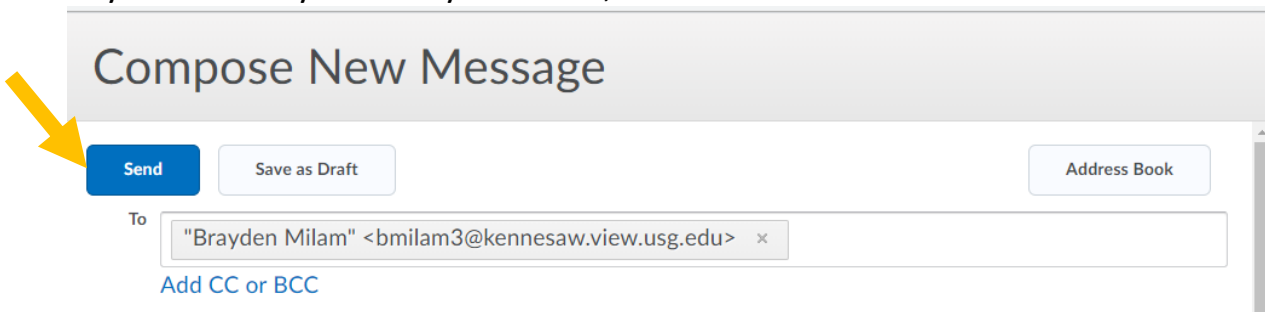
5. Now, scroll back up to the top of the window. You should see a row of buttons that reads **To Cc Bcc**. Select the **To** option.



- The names of the selected class members should appear in the box for the selected option (the **To:** box, in our case). Click the blue **Add Recipients** button.

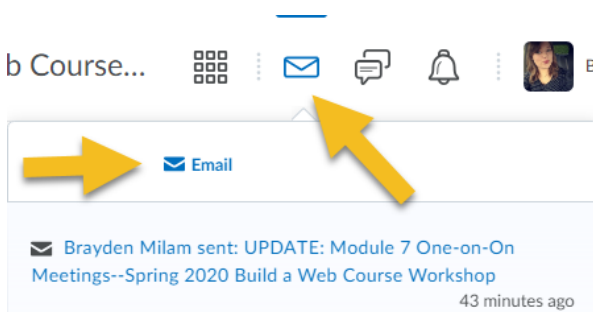


- If you are ready to send your email, click the blue **Send** button.



## Forwarding your D2L Emails to your KSU-Mail

- Navigate to your email tool by clicking the email icon at the top of your page. Click the **Email** button to confirm your navigation.



2. Once you are on your email page, find the **Settings** button on the left side of your screen.



3. Scroll down until you see the **Forwarding Options** section. Then, check the **Forward incoming messages to an alternate email account** box.

## Forwarding Options




Forward incoming messages to an alternate email account

4. Next, type your KSU email address into the **Email Address** box.

Email Address

bmilam3@students.kennesaw.edu

5. Select the option you wish to occur. You can click the circled question mark for more information about each choice.

- Forward and delete from the Inbox folder 
- Forward and mark unread in the Inbox folder 
- Forward and mark read in the Inbox folder 

Created by Brayden Milam, March 2020